CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PVV524	
Classification Specification: ADMINISTRATIVE ASSISTANT I	
Salary Range: AF23	
Position Description (Working Title): Administrative Assistant I	
Incumbent:	
Location: PW - Engineering, Development Review	

GENERAL PURPOSE:

Under the direction of the Development Engineering Manager, provide administrative support to the Development Section of Public Works Engineering, processing administrative details not requiring the immediate attention of the assigned supervisor. Incumbent communicates with a wide variety of City personnel, contractors, developers, outside agencies and the general public regarding the status of projects.

Work is characterized by responsible administrative duties in support of a large, technical division. Duties and responsibilities of this classification encompass department-wide support generally including but not limited to, organizing the section office, coordinating communications for the section, processing forms, records and reports, independently preparing and editing correspondence, reports and other materials, scheduling meetings and conferences, assisting with special projects, and performing other special projects as assigned. Duties and responsibilities of this position include, but are not limited to, the routing, and tracking of Public Works plans associated with private development projects, development and utility permit applications; assisting Engineering personnel in the use of KIVA; scheduling review meetings; ensuring that projects, plans, permits and records are complete with preestablished checklists.

Work is performed under limited supervision. Supervisor sets overall objectives and resources available. Incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as administrative assistant to the Development Engineering Manager, relieving the Manager of a variety of clerical, technical and administrative details; and organize and coordinate the office's daily operations..

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Determine submittal completeness of civil and land use applications from preestablished checklists.

Track the permit process in KIVA; schedule walk-through inspections in Outlook and KIVA, making sure all administrative items are complete; process punch lists and cover letters. Including but not limited to collecting Insurance Certificates, and the HPA Permits prior to issuing permit or setting up the pre-construction meeting.

Maintain and track bond status, financial guarantees, and insurance requirements for development projects to include the documentation required for the release and reduction of bond amounts, and notification of affected and interested parties; follow up and document in KIVA.

Maintain the records for Development Engineering in accordance with City Policy and state retention guidelines, to include computer entries in the City wide tracking system as well as hard copy files within the department

Route and track applications, plans, legal documents and correspondence to internal departments as well as outside agencies, stakeholders and the public in accordance with established procedures.

Coordinate permit tracking within Engineering Division as well as with other departments, assist with KIVA system changes in the Engineering Division, run reports and assist engineering personnel in using the system.

Schedule Development Engineering Section's plan review meetings with other departments, contractors, developers, applicants and other interested and affected parties ensuring that the needed information is ready, and that all agenda items are covered.

Distribute informational brochures to developer/applicants on cash and surety bonds, certificates of insurance and bills of sale for developer projects involving public utility extensions of sewer, water, street and storm drainage facilities.

Distribute information to the public, developers, and City Staff regarding the City's engineering permit processes, procedures and submittal requirements for construction and development.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

Provide administrative support to division by preparing basic written correspondence, reports and internal office memoranda regarding development and utility permits and elements of developmental projects.

Close out and finalize projects working with other City staff; engineers and inspectors, as well as outside contractors and bonding companies.

Initiate and track project fee status and payments for Development Engineering projects.

Prepare and track legal documents such as easements, quit claim deeds, and agreements, compares documents for consistency to engineering plans and legal descriptions.

Perform a variety of administrative duties related to the operation of the KIVA system within the Public Works department to include: entering permits in KIVA, informing staff of new fee codes; purg, scan and index project files; and conferring with KIVA users to determine needs.

Research and respond to public records requests and customer service inquiries.

Act as back-up for the Public Works receptionist.

Attend weekly KIVA meetings, internally and externally, and report and publish minutes.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

 Basic municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances

- Basic principles, practices and procedures of governmental budgeting, accounting and purchasing including preparation, monitoring, transferring and reporting
- Modern office practices, procedures and equipment including transcription equipment, personal computers and related software such as word processing, spread sheet programs and KIVA
- Record-keeping techniques
- Proper telephone techniques and etiquette
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Basic research methods
- Quality customer service principles and practices

SKILLED IN:

- Operation of standard office equipment such as personal computers, printers, scanners, typewriters, microfiche readers, telephones and calculators
- Use of automated permit management/tracking systems
- Demonstrating effective interpersonal communication and providing positive customer service using tact, patience, empathy and courtesy
- Using effective telephone techniques
- Interacting positively and effectively with diverse individuals to accomplish common goals
- Use of oral and written communication skills
- Typing at an acceptable rate of speed
- Composing and editing correspondence and reports
- Assembling data and preparing reports
- Establishing and maintaining effective and cooperative working relationships with others
- Maintaining inter-related files and records

ABILITY TO:

- Perform complex and responsible technical and administrative duties with speed and accuracy
- Type, proofread and edit routine and special general correspondence and reports including notices, letters, memoranda, minutes, etc.
- Use proper telephone etiquette and techniques to assist a diverse assortment of inquiries and persons
- Complete work with many interruptions

- Establish and maintain cooperative and effective working relationships with others
- Read, comprehend, apply and explain general business periodicals and journals, governmental laws, rules, regulations, ordinances including City and departmental policies and procedures as applicable to the operations of the department/division
- Learn to understand the organization, functions and policies of the assigned city division and work within the scope of the authority outlined
- Apply common sense understanding to carry out instructions furnished in written or oral form and deal with problems involving several variables in standardized situations
- Analyze situations accurately and adopt an effective course of action
- Function effectively as a member of the "team"
- Plan and organize work to meet schedules and time lines

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma or equivalent, supplemented by two (2) years of

college level course work or training in public or business administration, office management, administrative assistance/secretarial training, or a

related field; and

Experience: Three (3) years of increasingly responsible secretarial experience

including at least one (1) year of secretarial support to a division

director/manager.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would

demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Notary Public License
- Washington State Driver's License

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer and related software, telephone, fax and copy machine, calculator, projector, dictaphone and typewriter.

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PHYSICAL DEMANDS:	
an employee to successfully perform the	representative of those that must be met by essential functions of this job. Reasonable individuals with disabilities to perform the
extended periods of time; use hands to feed employee frequently is required to type on employee is occasionally required to stand balance; and stoop, kneel, crouch, or crawled move up to 35 pounds. Specific vision ability	he employee is regularly required to sit for finger, handle, or feel; talk; and hear. The keyboard for extended periods of time. The d; walk; reach with hands and arms; climb or l. The employee must occasionally lift and/or lities required by this job include close vision, sion, depth perception and ability to adjust
WORKING CONDITIONS:	
individuals who are irate or hostile. W	r office environment; may be exposed to hile performing the duties of this job, the outdoor weather conditions. The noise level e.
SIGNATURES:	
Incumbent's Signature Date	Supervisor's Signature Date
Approval:	
Department Director/Designee Date	Employee Services Director/Designee
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**Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised 6/30/09